

MOTION FOR JOINT ADMINISTRATION

Please note that this event requires the entry of all case numbers to be jointly administered.

If this motion requires expedited consideration pursuant to the [Guidelines Governing First Day Matters](#), DO NOT set a hearing date in this event. After completing this event, e:file an [Application for Expedited Consideration of First Day Matters](#) and notify the appropriate judge via e:mail.

STEP 1 Choose **Bankruptcy** from main menu


STEP 2 Choose **Motions/Applications** category

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **Joint Administration** from drop down list; click [NEXT]

STEP 5 If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip this screen.




STEP 6 Select the Party or click Add/Create New Party; click [NEXT]

 *TIP - If Add/Create New Party is selected, complete the Party Information screen and place a check in the box to create the attorney/party association on the following screen.*


STEP 7 If this motion requires expedited consideration pursuant to the *Guidelines Governing First Day Matters*, click [NEXT] to skip the Hearing Information screen. Please review the instructions for e:filing an [Application for Expedited Consideration of First Day Matters](#).

If this motion does not require expedited consideration, click on the hyperlink for the Judge's calendar, determine the next possible hearing date and time; click [BACK]. Enter the hearing date, time and location in the appropriate fields; click [NEXT]

STEP 8 Upload .pdf file and any attachments; click [NEXT]


-  *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*
-  *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*
-  *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*

STEP 9 Enter the case numbers of all cases to be jointly administered; click [NEXT]

-  *TIP - Please note that this motion must be docketed in each case.*

STEP 10 Confirm case name and number; click [NEXT]

STEP 11 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

-  *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

**Motion for Joint Administration for the following cases: 02-50505, 03-50645
Filed by John Smith on behalf of Heidi Shep. (Smith, John)**

STEP 12 Notice of Electronic Filing displays